G. R. S. 58]

Previous references.

1916.

(E. AG.)

Later references.

File No. 85

Serial Nos. 1

SCANNED

GENERAL AND REVENUE SECRETARIAT.

P.T.O.

Serial Nos. 1

Part B for August

SUBJECT.

Manual of Essentials for all Secretariats

D 1351—GPB—20,000—13-12-15

2

G.R.S. 11]

1915-16

GENERAL AND REVENUE SECRETARIAT.

(G AB)

NOTES.

File No.

FILE HEADING.

Organisation & Development Subject "Manual of essentials for all Secretaries"

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P.T.O

NOTES—First Sheet.

GPB--85,000—15-6-12

2 3

F. R. S. 12]

General and Revenue Secretariat.

G A File No. 7 of 1915-16

Serial No.	
1	D.O. No 383-7 dt 28/8/15 To Messrs (1) P G D Souza (2) N Madhava Rao (3) B Narayanaswamy Iyengar (4) N P Subramaniya Iyer (5) P Ramachandra Rao. Enquiries whether he is willing to Cooperate in the preparation of the manual.
2	D.O. dt 30/8/15 from Mr. Ramachandra Rao Agrees to Cooperate
3	D.O dt 30/8/15 from Mr. Narayanaswami Iyengar Agrees to Cooperate
4	D.O dt 30/8/15 from Mr. D Souza. States that he has already been asked to help in other subjects and that it will not therefore be possible to furnish any notes but will help in the preparation of a general scheme.
5	D.O. dt 1/9/15 from Mr. N P Subramaniya Iyer Agrees to Cooperate.

1 Submd. All have agreed to Cooperate but Mr. D Souza finds it not possible to furnish any notes.

MCC 2/9

MW 2/9/15

NOTE—Contn. sheet.

GPB—25,000—30-4-15

General and Revenue Secretariat. | File No. | of 191

Serial No.

Draft letters are put up to the helpers acknowledging their replies & requesting them to furnish notes of their views. This last request is omitted in the letter to Mr. D'Souza who says that he will not be able to furnish notes

Secy) Dsue 14/9 — Dsue 10/9/15

Dsue 13/9

6. To. (1) N. Madhava Rao, Esq
(2) B Narayanasami Iyengar
(3) N P Subramanya Iyer Esq
(4) P Ramanuth Rao Esq

No 505-508 dt 20/9/15

Calls for a note of his suggestions mentioning the more important needs and defects of the Sects with which he is connected.

7 From P Ramanuth Rao, Esq
D.O. No 96 dt 7/10/15. Submits

GPB—25,000—30-4-15.

5

G. R. S. 12]

General and Revenue Secretariat.

G. A. (G) File No. 85 of 191

Serial No.

his views in the matter.

May this await replies from Messrs B. Narayanasamy Iyengar and N. P. Subramanya Iyer.

Sd/-
21/10/15

Why not remind them?

28/10/15

Draft D.O. is sent to Mr. Subramanya Iyer. A routine note reminding Mr. Narayanasamy Iyengar was sent to him on 1-11-15

30/10/15
2/11/15

Issue

4/11

To N. P. Subramanya Iyer Esq.
Retired P. W. D.

Letter no 763/G. A. dated 4th Nov. 1915
Requesting him to furnish his suggestions at an early date.

Further Reminder sent.

10/1/16

10/1/16 R. 12-1-16

No reply from Mr. Subramanya Iyer. A typed copy of the draft rules is sent.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat.	File No.	of 191

	Serial No.	
Flag M		As decided at the meeting of Secretaries held on the 19th November 1915 a draft Manual of Essentials for all Depts was prepared and submitted.
		This was circulated to the Secretaries for consideration at a meeting.
		The draft was considered at the meeting of Secretaries held on the 8th April 1916. (Vide G. A. Dy. 670 put up).
F N		~~D~~ forwarding the draft Manual as amended at the Secretaries meeting was hereby sanctioned.

P.T.O.

NOTE—Contn. sheet.

7

G. R. S. 12]

General and Revenue Secretariat.

G O (File No. 85 of 191 .

Serial No.

To The Supdt, Govt Press

DO dt 14/4/16

Forwards the Draft Manual and Requests him to get the matter in type & send 12 clean proofs early

Submitted.
Mm
15/4/16

Submit on receipt of the proofs
Nee
17/4

The Registrar says that printed copies should be sent to Secy in 2 days. Draft D.O. Reminder is sent.
Mm
17/4/16

Nee.
17/4

Reminder issued on 17.4.16.

Two copies of the proof received from the Press on 18-4-16.

One copy sent to Secy separately on 18-4-16. The other copy is compared & sent herewith.
Mm
19/4/16

Nee
19/4

Proof returned calling for 6 copies in book form on 19-4-16.

Sent to Press.

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. G.A.G. File No. 85 of 191

Serial No.

Submitted with a Supp. D.O. Calling 2 further clean proofs in book form

HW 27/4/15 Issued 27.4.16. 27/4

PN 27.4

4 copies put up

Submitted with 6 clean proofs of the Scott Essentials. The following points require approval

HW 8/5/16

(1) Rules 3. Grading of clerks & qualification should be uniform in all Sections. The G.P.S. Rules may be generally adopted.

(2) Rule 11. Uniform system of Registration in all Sections.

(3) Rules 35. Decennial index of Monthly Proceedings

All other Sections are covered by existing rules and orders - or contemplate arrangements of a minor character which call for no orders

HW 8/5/16

Dewan's noting: circulate along with papers before a meeting of council

3/5/16

NOTE—Contn. sheet.

9/8

G. R. S. 12]

General and Revenue Secretariat.

File No. 85 of 191

Serial No. 11

Secretarial procedure may be improved - by attention to the following

(1). Reduction in volume of notes and no of references

(2). Issue of peremptory reminders for a definite reply. If returns & reports due to the Secretariat are kept in every branch. Apparent reports under by several months are used & reserved - to no useful purpose

(3). Date stamps should be more fully used. At present there is no check. on receipt of papers. Despatch date should be invariably impressed on all communications from subordinate offices

(4) More stringent rules are necessary for secret & confe correspondence. If all the papers are in charge of confl State papers - however they may be marked must be kept up & made the Regr is in charge of such papers. —

4. Arrear lists should be prepared regularly - by each section

NOTE—Contn. sheet.

G. R. S. 12]

9 10

General and Revenue Secretariat.

Army File No. 83 of 191

Serial No.	
	It is not possible to check arrears from the Secretariat. Delays occur in regard to references submitted by heads of Depts. where require transport allowance

W.S.

4 (10

Extract from the Proceedings of the 384th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 20th May 1916.

---

6. SUBJECT.- (Outside the Schedule).

Publication of a Manual of essentials for all Secretariats.

OPINION OF THE COUNCIL.

The draft Manual of essentials may be approved.

(Sd.) M.Visvesvaraya,
DEWAN OF MYSORE.

"EXTRACT"

D. M. Narasimha Rao 23/5

Secretary to Government,
General Department.

W. D. 1864—GPB—500—14-12-15

G. R. S. 12]

General and Revenue Secretariat.

File No. 85 of 191

10 12

Serial No.

COUNCIL.

" A clean proof should be obtained for submission to His Highness."

Dues

1 Extract from the Proceedings of the Council is put up.

To Assistant Secretary, Br.VIII, for kindly obtaining a clean proof of the Manual and putting up a draft Submission Note.

Dues

Manager — Please send this to Press today

23/5

6 clean proofs in neat book form have been called for from the Press on 23-5-16.

23/5/16

2 further proofs were received on 27/5/16. The proof was compared & returned to Press calling for 6 copies in book form on 29-5-16.

29/5/16

Sent with two clean proofs.

10/6/16

I have put up a draft. Please have it typed

22/6

This may avoid the trouble

10/6

Typed copy is sent.

14/6/16

NOTE—Contn. sheet.

GPB —71,000—17-12-15

11 13

G. R. S. 12]

General and Revenue Secretariat.

Gby File No. 85. of 191

Serial No.

x para 14 of note.

W A proof copy of the manual and a draft Govn note are put up. x The small addition to paragraph 3 of the manual has been made subject to approval

Secy 21

Dewan

NEM 14/6/16

Dwarkadas 23/6

6740
23.6.16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

14/12

(For disposal at a meeting)

No. C. 388.

5. 5. 1916.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Outside the Schedule).

Publication of a Manual of Essentials for all Secretariats.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narayana Rao

Secretary to Government.

4th May 1916.

Extraordinary Member of Council.

112/6.5.16 **First Member of Council.** 7.5.16. my views are in the proof copy. Jemin also recorded a note.

423/a 5.16. **Second Member of Council.** 10.5.16

WD 2012—GPB—1 000—9-2-16

15

Submitted to His Highness.

22

X

N.

p 10 of Office notes

With a view to bring about greater uniformity and coordination than exists at present in the working of the several Secretariats, a manual of essential rule to be observed therein has been prepared under my order in the Efficiency Audit Branch. The manual has been discussed at a meeting of the Secretaries and has under-gone revision at the hands of the Members of Council and myself. The Council are of opinion that the draft manual may be approved.

(2.) The more important matters contemplated in the Manual are:-

(1) The definition of the work and responsibilities of each officer and of each branch of a Secretariat as well as of the individual members thereof. (Paragraph 2).

(2) A uniform system of recruitment and grading, to be developed gradually and to the extent that may be found benificial and necessary. (Paragraph 3).

(3) A uniform system of office registers. (Paragraph 11)

(4) Instructions for dealing with current confidential cases and for ensuring the secrecy of official information. (Paragraph 38).

(5) The preparation of a printed list of confidential papers of permanent interest. (Paragraph 39).

(6) The periodical inspection of Secretariats by Secretariat Officers and by the Efficiency Audit Staff. (Paragraph 40).

(7) Periodical meetings of Secretaries and subordinate Secretariat officers.

(Paragraph 41).

3. I solicit His Highness' sanction to the draft Manual and to the development of work on the lines laid down in it.

M. Visvesvaraya

25th July 1916.

17 15

Record of Cases submitted for the Orders of His Highness the Maharaja

No. 5401
25-7-16

Subject.

Draft Manual of essential rules for all Secretariats.

23 **Order.**

~~KRW~~
28/7/16

24 Lanlaz
29.7.16 Ro 29/7

G. R. S. 12]

General and Revenue Secretariat. | G & A File No. 85 of 191

Serial No.

To the Supt, Govt Press.
No G & A 85 dt 1/8/16
Returns the proof of the Manual of Essentials for all Sects and Calls for 500 copies in book form.
25 Submd. with 2 copies. A draft memo.
km
9/8/16.

To the Supt, Govt Press
G & A 85 dt 10/8/16.
Calls for 50 copies with the corrections indicated.
26 50 copies of the book have been received.
27 Submd with 2 copies. A draft memo approving the manual is also put up.
km
12/8/16.

28 Issue accordingly
12/8

To the Secretary to Govt
No G & A 85 dt 12/8/16
States that the Manual of Essential

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | File No. 95 of 191

Serial No.

Rules for all Sects has been approved by Govt and that the Rules may be given effect to as early as practicable.

29 Submit

30 Submd with copies of the manual for Members of Council) 12/8/16

12/8/16

31 Copy taken by the Extraordinary member -

15. 8. 16

32 / 16.8 (with a book)

32 Submit like lace the copy in sh made certain suggestions. Copy returned.

17.8

33 These Sale stamps supplied to all branches of the

17.8

34 To the Regr for note & favour of return

17/8

35. As required in paragraph 10 of the Manual of essentials, the date of receipt is now marked with a date stamp as noted in margin on all Cappal opened by the Registrar. The

GEN. & REV. SECTT.
18 AUG 1916

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. 85 of 191

Serial No.

branch or section to which the receipt is referred is noted above the Registrar's initials in the intervening space in the date stamp

36 I solicit orders as to whether in addition to the above, date stamps for every branch & section to indicate date of receipt of letters therein have to be introduced. Through Asst. Secy.

Gen. (sec) Bhaskaranarayanappa 18.8.16.

37. There are I believe several receipts which do not pass thro' the Regr. viz D. O. letters recd by Secretaries and Asst Secretaries, unofficial refs from Branch to Branch & Sectn to Sectn. For these a separate Branch seal seems necessary. The same may also be apply impressed on papers recd through the Registrar, because the date of receipt in the Branch is not always the same as the date of receipt in Sectn.

NLL

Secy) 38) I agree with Mr Madhava Rao Dunn 19/8/16 19/8

39) To Regr for note and favour of return to enable the file being sent forward for circulation. NLL 19/8

Cash book for letting entries of paragraphs 38 to 39 for further action - urgent. Ku. 21/8.

Sub E (Trac) Dunn 21/8

Ku. 21/8

NOTE—Contd. sheet

G. R. S. 121

General and Revenue Secretariat. | E/AG File No. 85 of 191

Serial No.

40 Sub to second member for information with two copies of the Manual for his table

4967
22.8.16

Neu
22/8

41 Thanks.

22.8.16 U/23/8/16

Flag F

42 Sent with the Copy ~~in which~~ containing the First Member's Remarks. (Para 32 supra).

Neu
24/8/16

43 Sub to first member with reference to paragraph 32. Action has been taken to supply date stamps to all Branches, as mentioned in para 33.

Neu
24/8

235
24.8

44 Seen noted with thanks

24.8

NOTE—Contn. sheet.

Subject "Preparation of a brief manual of essentials for all Secretaries in the Several Govt Depts" for the consideration of which you have been suggested as a helper and to enquire whether you will find it convenient to help the Govt in ~~[illegible]~~ drawing the manual in contemplation ~~[illegible] Scheme in the Subject~~. A reply may kindly be sent before the end of the month.

Yours truly
[illegible]

To Secy, Genl Depts

[illegible]
29/8/06

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

6 copies

22

R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

No. 3837. E.A.

General and Revenue Secretariat

( )

the *191* .

Date of issue 28-8-13

Signed by Mr. N. Madhavadas

To

(1) P. G. D'Souza Esq, B.A., B.L.
Secy, E.&R.A.

(2) N. Madhava Rao Esq, B.A. B.L.
Asst Secy to Govt

(3) B. Narayanasami Aiyangar
Esq, B.A. B.L., Registrar

(4) W. P. Subramanya Ayar, Esq, B.A.
Asst Secy, P.W.D.

(5) P. Ramamurti Rao, Esq
Asst Secy, Railway Dept

Sir,

I am directed to forward herewith an extract of Organisation & Development

over.

SUBJECT.

28/8.

D. No 260/8 A

Gen. & Rev. Secy
31. 8. 15
24

Sir,

In reply to your D.O. No 383-7 E.A dated the 28th August 1915 re Preparation of a Brief Manual for all Secretariats, I write to state that I shall be happy to render any help I can in regard to the framing of the proposed Manual.

Yours sincerely
Buraainsamiengar

N. Madhava Rao Esq BA. BL.
Assistant Secretary.

No. 54

D. 255/E.A.
31-8-15

25

RAILWAY SECRETARIAT,

Bangalore, 30th August 1915.

Rec 30/8/15

Dear Sir,

In reply to your D.O. letter No.383-7/E.A. dated the 28th August 1915, I write to inform you that I shall be glad to co-operate with Government in - - framing the Manual referred to.

Yours sincerely,

N. Madhava Rao, Esq., B.A., B.L.,

Assistant Secretary to Government,

Efficiency Audit Branch, General and

Revenue Secretariat.

B. No 273/96-A.
2.9.15

26

Bangalore,
1st September 1915.

Sir,

I beg to acknowledge the receipt of your D. O. letter No.383-7/E & A dated the 28th August 1915 and to state that I am ready to render the help that may be required of me in framing the Manual referred to therein.

Yours sincerely,

N. Madhava Rao

N.Madhava Rao, Esq., B.A., B.L.,
Assistant Secretary to Government,
Efficiency Audit Branch,
Bangalore.

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

D.O. No. 509/E.A

General and Revenue Secretariat

( )

, the *191* .

To

P. G. D'Souza, Esq., B.A., B.L.,
Secretary to Government, E & A.

Date of issue 20-9-15

Signed by

Dear Sir,

I am desired to acknowledge, with thanks, your letter No. dated expressing your willingness to help in the preparation of a manual of essentials for all Secretariats.

Yours sincerely,

General Secretary to Govt.

over.

SUBJECT.

28

D. R. S. 26]

File No. 4-15

Serial No.

Diary No. of letter replied to

D.O. No. 505-508
E.A

General and Revenue Secretariat
( )
, the 191 .

To

N. Madhava Rao, Esq.,
B. Narayanaswami Iyengar, Esq.,
N.P. Subrahmanya Iyer, "
P. Ramamurti Rao "

Date of issue 20-9-15

Signed by N. Madhava Rao

Dear Sir,

I am desired to acknowledge, with thanks, your letter No. dated expressing your willingness to help in the preparation of a manual of essentials for all Secretariats. I am to request that you will be so good as to forward, before the 15th October, a note of your suggestions, mentioning the more important needs and defects of the Secretariat with which you

over.

SUBJECT.

ou are connected.

Yours sincerely,

Dracr
12/9

MCK
10/9/15

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

30

D. O. No. 96

Encl: a note.

Refers. 11/10/15

RAILWAY SECRETARIAT.

Bangalore 7th October 1915.

DIARY No. 406

19 - 3

SECTION E. A. B.

FILE No.

SERIAL No.

Dear Sir,

Replying to your D.O. No.505-8 dated the 16th ultimo, I beg to enclose herewith, a note containing a few suggestions to meet some of the more important needs and remedy the defects of this Railway Secretariat. The note is so drawn up as to have a more general application.

Yours sincerely,

N. Madhava Rao, Esq., B.A., B.L.,
Assistant Secretary to Government,
General Department.

4 Appointment of relieving hands.

At present, this is not done and the result is that when one or more officials absent themselves on leave or otherwise, the remaining hands feel the stress caused by the additional work thrown on them. In cases of privilege or long leave and the temporary arrangements made to fill up the vacancy, a new comer practically with no experience steps in which is not a desirable arrangement in the interest of work. On -- Railways there are relieving Station Masters with sufficient experience and insight into the details of work so that when permanent hands go on leave, these relievers at once take up their places. I wish the same is introduced in our Secretariats. If this were done, the difficulties to train raw men off and on will cease. I would fix the proportion at one-tenth of the total cadre. In British India, I think it is one--eleventh.

5 Interchange of duties between the members of the establishment.

Since the manual of essentials refers to Secretariats purely, this suggestion may be adopted so that one official may not plead -- ignorance with the duties of a brother official. But, where technique is involved, this cannot be given effect to without some difficulty. What is aimed at is that each and every member of the office establish--ment should be in a position to master the working of the several -- branches, such as correspondence, records, establishment matters, etc., etc.

permanent records, B, those that may be destroyed after 5 years, and C, after 1 year. The seals may be with the Manager or Head Clerk. The papers after they are handed over to the Record branch should again be taken by the Record clerk to the Manager or Head Clerk who will, in his turn, with due responsibility and discretion, affix the respective seals on the papers and return them to the records. The arrangement will not only do away with the accommodation of ordinary or routine papers, but will avoid the incidence of incurring additional expenditure on account of temporary establishment off and on for sorting and destroying records.

Ramanath

Assistant Secretary for Railways,

Government of Mysore.

7.10.15.

Memo of suggestions for the preparation of a manual of essentials for adoption in all the Secretariats of the Government of Mysore.

Sl.No.	Suggestions.	Remarks.
1	Introduction of an examination in office procedure and routine, six months after an official joins service.	As far as I am aware of, this is not now in force in all the Secretariats. The examination suggested is very essential to test an official's worth and capabilities. In the case of Superintendent, Assistant Superintendent, Managers and Head Clerks, the Secretary may be the Examiner and tester. In the case of others, the powers may be delegated to officers under him.
2	Undertakings to be taken from officials binding them not to consider their first appointment in a particular Secretariat as a stepping stone and seek for promotions in other Secretariats to the detriment of the one first chosen.	As at present, a person accepts an appointment in a certain Secretariat. However low the pay may be compared to his qualifications he does it mainly as a stepping stone, keeping in mind eventual changes into other fields to better his prospects. By this, the first office will suffer. The undertaking now suggested will put a stop to such malpractices. Exemptions may, however, be allowed when sufficient good grounds are adduced and inducements are wanting in the original office to capable hands with University qualifications.
3	Introduction of incremental rates of pay.	In some of the Secretariats, this is not in force while in others the appointments are all graded. One uniform system must prevail in all the Secretariats. Graded system is better so that although a clerk or other official enters service, say on a pay of Rs.20, yet he will have scope of advancement even up to Rs.40 or more in his original post, provided he does satisfactory work. He need not necessarily wait for others above him to make room.

32/A

Memo of suggestions for the preparation of a manual of essentials for adoption

in all the Secretariats of the

Government of Mysore.

----oOo----

33

J. R. S. 26]

Sec 15/11/15

File No.

Serial No.

Diary No. of letter replied to

D.O. No. 743
Sec A.

General and Revenue Secretariat
( )
, *the* 191 .

To

Dear Sir,

Date of issue 4-11-15

Signed Per. N. Madhava Rao.

I am desired to invite your attention to my letter No 5105-8 dt the 20th Sept 1915 regarding the preparation of a manual of essentials for all Secretariats and to request you to kindly provide your suggestions at a very early date.

Yours truly.
For Secy, G.A.Dept

SUBJECT.

N.P. Subramanya Iyer Esq
Asst Secy, F.W.D.

2/11/15

34

Gen. & Rev. Sectt.,
Bangalore, Novr.,15.

19/11

Dear Sir,

In reply to your D.O.No.505-8 re the more important needs and defects of the G.R.S., I beg to state that the procedure of this office is regulated by an Office Manual which is quite comprehensive and suited to the needs of the office and the system under which it is working.

2. There are some points which I may be permitted to mention as being worthy of consideration.

(1) The work of the office has for the last three years enormously increased. This is in the main due to the increased activities in the several departments and to the several -- schemes taken on hand. It may perhaps be useful to enquire whether by a larger delegation of powers to -- Heads of Departments, this increase of work may not be kept within --- limits.

(2) The number of registers maintained in the Branches has increased. Some of the registers now maintained are not authorised by the office -- manual, and contribute to duplication of work.

(3) The staff has not been -- strengthened sufficiently to cope with the increased work referred to in (1) & (2) above.

(4) The tables and chairs used by the officials may be standardized. This will secure uniformity of -- arrangement and contribute to the tidiness of the office rooms.

Yours sincerely,

Bharainsamiyar

N. Madhava Rao Esq B.A & Bl
Assistant Secretary.

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

D.O. No. 85-E.A.G.
Ent / 14/4/16

Dear Sir,

We are directed to forward herewith a draft Manual of Grants-in-aid for all Secretariats and to request that it may be put in type and a dozen clean proofs sent to this office very early.

The Manual will have to be printed ~~in a handy~~ neatly in the form of a booklet. I shall give necessary instructions when returning the corrected proofs.

Yours sincerely
[illegible]
for Secy to Govt

C H Yates Esq, Supt, Govt Rm

GPB—12,000—15-2-13.

MW
14/4/16

37

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

No. 85
E. A. G.

General and Revenue Secretariat
( )
, *the* 191 .

To

Dear Sir,

Please refer to my D.O. No. E. A. G. 85 of the 14th inst. forwarding the draft Manual of Essentials for all Sects to Cutting for 12 clean proofs thereof. ~~The Secy to Govt, Gen Department wants~~ As the proofs are required ~~before to morrow evening or I~~ I shall be obliged if you can send them before to-morrow evening.

Yours truly

Date of issue 17th April 1916.

Signed by Dr. N. Madhava Rao

Wanted

Over.

SUBJECT.

Cutting, Sy
Sujed Govt Press

17/4/16

38

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to .....

No. 85-E.A.S.
Encl

General and Revenue Secretariat
( )
, *the* *191* .

To The Supdt, Govt. Press

Date of issue 1-8-1946.

Signed by Mr. R. Madhava Rao.

Sir,

I am directed to return herewith the final proof of the Manual of Essential Rules for all Secretariats and to request you to kindly get 500 copies thereof printed and supply them to this office early. I have the

honour etc

Forwd in Header book form
(Sample attached)

SUBJECT.

for Secy to Govt

1/7/46.

G. R. S. 34]

No.....

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

( )

Office Memorandum.

To

the 191

The accompanying Manual of Essential Rules for all Sects is approved. The Secretaries to Govt in the Various Depts are requested to give effect to the Rules ~~contained~~ ~~in the~~ as early as practicable.

~~Any~~ Amendments and additions to the Rules that may be considered necessary may be communicated to the General Secretary.

By order
[illegible]
Secy. to Govt, GL Dept.

[illegible] 9/10/11

GPB—5,000—7-8-11

G. R. S. 26]

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General and Revenue Secretariat
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, *the* *191* .

Date of issue 10-8-1916

Signed by Mr. N. Madhava Rao

To

Sir,

I send herewith a corrected copy of the Manual of Essential Rules for all Sects. Kindly make the corrections indicated on the cover, made in the accompanying 50 copies ~~for~~ ~~and~~ get them Rebound & send them to me very early

Yours truly

for Secy

over

Kindly send correction slips & pasters for the remaining 450 copies.

SUBJECT.

D. B. Ramachandra Iyer
Asst Supdt, Gov Press